

☐ Current    ☒ Proposed

<b>Classification Title</b> Legal Secretary	<b>Division/Unit</b> Legal Division
<b>Working Title</b> Legal Secretary	<b>IT Domain</b> (if applicable) N/A
<b>Position Number</b> 363-420-1282-xxx	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> January 23, 2023

## CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

## General Statement

Under the general supervision of the Staff Services Manager I (SSM I), the Legal Secretary is responsible for a broad range of the more complex legal secretarial and administrative duties for Attorneys, Paralegals, and Legal Assistants. In Range B, the incumbent is expected to work under direction and more independently. Duties include, but are not limited to the following:

## Job Functions

[Essential (E) / Marginal (M) Functions]:

Percentage (%)	(E) or (M)	Job Duties
35%	(E)	Prepares, edits, revises, reformats, and proofreads correspondence, legal documents, legal opinions, and bill analyses from audiotapes, handwritten drafts, disks, the local area network and/or electronic mail in accordance with legal requirements, timeframes, established procedures and office standards. Prepares exhibit indices and binders. Reviews and verifies the accuracy of case citations, quotations and other authorities against the original source document when requested by the attorney, paralegal or SSM I. Prepares and finalizes pleading documents for filing with State and Federal Courts. Updates case status reports on a regular basis for assigned attorneys. Opens, maintains, and closes case files in accordance with established procedures. Act as a back-up to the Senior Legal Typist and Legal Assistants/Analyst, as necessary.

<b>25%</b>	<b>(E)</b>	Answers and makes phone calls to/from courts, clients, opposing counsel and others. Performs JURIS searches utilizing the JURIS software. Coordinates conference calls and schedules appointments. Makes travel arrangements and prepares and processes travel expense claims. Processes invoices and client billings. Reserves and schedules arbitrators, court reporters and hearing rooms. Scans, saves, and uploads historical bargaining notes for legal research and legal office record retention.
<b>20%</b>	<b>(E)</b>	Prioritizes and processes incoming and outgoing correspondence and legal documents daily in accordance with established procedures, legal requirements, and timeframes. Maintains the Brief Bank and other various binders (e.g., arbitration award and settlement binders) in accordance with established procedures.
<b>15%</b>	<b>(E)</b>	Maintains daily, weekly, and master calendars in accordance with established procedures. Maintains and updates various address lists.
<b>5%</b>	<b>(M)</b>	Perform other duties as required, including assisting in the training of new support staff.

### **Supervision Received**

The Legal Secretary reports to and receives direction and assignments from the SSM I; however, direction and assignments may also come from the assigned Attorneys, Paralegals and Legal Assistants.

### **Supervision Exercised**

None.

### **Special Requirements / Desirable Qualifications**

Ability to operate computer/keyboard and typewriter and other office equipment such as fax and copy machines; move and file materials such as case boxes, supplies, catalogs, Memorandums of Understanding (MOUs), books, and equipment weighing up to 50 pounds. Ability to think clearly and meet tight timelines/deadlines under difficult or stressful conditions.

### **Working Conditions**

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes.

### **Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>